

Administrative Files - Project 56 years, Security 50 years.  
Polygraph 35 years.

Rate of Reference is a good guide - less than 1 reference per file  
and the file  
drawer per month ~~xxxxxfilexxxx~~ that can be moved from office space to the  
Records Center.

The Records Control Schedule is the key to managing records disposition.

#### CHART 12 - RECORDS CENTER

The Center Building cost \$655,000; its capacity is 100,000 cubic feet  
equivalent to 12,900 safes; it has the required security and fire protection  
devices. Since the Center has been in operation it has received 184,000  
cu. ft. of records but we have destroyed 93,000 cu. ft. If we did not have  
the Records Center it would have been necessary to spend about five and a  
half million dollars for file equipment. Today, we have ~~93,000~~ cu. ft.  
near  
We are about 95% filled. In the future we plan to use a GSA Facility at  
Suitland. for a selected group of our records.

Now lets take a minute to summarize -

First - Paperwork is Expensive.

Second - Paper Requires a lot of Space.

Third - Paperwork Requires a Lot of People.

Fourth - Paperwork Programs are Required by Law

Fifth - Good Paperwork Practices Pay Dividends.

It is to your advantage  
to have an office Records  
Program

Read

STAT

In conclusion I want to quote one of the worlds foremost management  
authorities - Lyndal Urwick who said, "Some records are essential; some men  
die and all men die then the records become essential where these accidents  
occur. Records are essential in all large organizations because men change  
costs and forget - but the records are only memory aids. The big decisions  
are made not on paper but by men meeting face to face who trust each other."

END